

WORK PERMIT AND NOTIFICATION FORM

INTRODUCTION

A Work Permit and Notification Form (WPN) is a work planning tool intended to provide timely notification of a proposed construction project or work activity that will have impact beyond a particular organizational group and/or the specific system or area affected by the work. It lists (identifies) applicable permits, site specific training requirements, and organizations that need to be notified prior to the commencement of on-site work activities. The use of this form will serve as a reminder and as a checklist to identify hazards or other aspects of the work activity that are controlled by practices or requirements specific to Fermilab, as well as documenting the authorization to commence work by the landlord division/section.

SCOPE

This form is applicable to all projects performed by subcontractors that require permits listed on the Work Notification form and/or include any of the activities detailed below:

- construction,
- remodeling,
- excavation activities,
- welding-brazing-burning operations,
- rigging activities,
- revisions to existing structural, mechanical, electrical, fire protection or other utility systems,
- entry into confined spaces or,
- environmental work, such as well drilling, soil borings or subsurface investigation.

DEFINITIONS

1. Area Manager - A designated employee for a specifically delineated portion of a building who may assume some of the same responsibilities as a building manager for a portion of a building or outdoor area associated with a defined activity.
2. Building Manager - A designated employee for each building on site that will serve as the contact point for all activities that will affect that building as a result of daily operations or services requested from both internal and outside sources. Depending on the specific building, a division/section may designate the area directly adjacent

to the building, including parking areas, outside storage, outside equipment, etc., as the responsibility of the building manager.

3. **Construction** - Any combination of engineering, procurement, erection, installation, demolition, or fabrication used to create a new facility or to alter, add to, rehabilitate, dismantle, or remove an existing facility. It also includes the alteration (including dredging, excavating, and painting) of buildings, structures, or other real property, as well as any construction and excavation activities conducted as part of environmental remediation efforts. Construction does not involve the manufacture, production, finishing, construction, alteration, repair, processing, or assembling of personal property.
4. **Construction Coordinator** - A division/section designated individual specifically assigned to oversee the work of a fixed-price construction subcontract for conformance to the subcontract documents.

Note: The FESS Engineering Group primarily furnishes Construction Coordinators, which is at times supported by outside A/E personnel under FESS direction.

5. **FIMS (Facilities Inventory Management System)**- A Department of Energy mandated database system which requires the assignment of a permanent numeric identifier for each building on every DOE site. Each building and trailer on the Fermilab site has a specifically assigned FIMS number.
6. **Task Manager** - A division/section designated individual specifically assigned to oversee and direct a work activity. Usually this term is applied to individuals directing the work of the blanket order Time and Material Subcontractors for specific trades , general construction or service work. An approved Task Manager/Construction Coordinator list indicating an individuals experience and competency to direct specific work activities is updated and distributed regularly by the Directorate. Each division or section has the responsibility of providing the necessary training for personnel to become qualified Task Managers. See FESHM 7010 for training requirements under the "Training of Task Managers/Construction Coordinators" heading.
7. **Senior Safety Officer (SSO)** - A designated individual who is assigned duties as the principal advisor to the division/section head and a consulting resource for division/section personnel on safety and environmental matters based on demonstrated knowledge, skills and experience in these fields.

PROCEDURES

A Task Manager/Construction Coordinator shall be specifically named by the person or group responsible for a project once the project or activity has been determined to fall into any of the categories described above. As indicated in the definitions, this is the person who has direct and immediate responsibility for oversight, safety and,

(where applicable), the direction of the work activity. It shall be this person's responsibility to complete the WPN form, prior to the commencement of any work. All portions of the form shall be completed as explained below. The completed form may indicate the need for additional permits and/or training that will be necessary in order to begin the project or work activity. Conformance to these additional requirements will also be the responsibility of the Task Manager/Construction Coordinator. In addition, the back of the form will indicate all specific notifications that will be required.

The completed form shall be submitted to the building manager no later than two (2) working days before the work is scheduled to start. The two working days do not include the day of delivery. See notes (1) and (2) for additional explanations.

Notes: (1) *It is understood that delays may occur, but the two working days notification is intended to afford divisions and sections an opportunity to coordinate a delay of work if there are other operational or experimental considerations not previously addressed.*

(2) *If the form is to be mailed (as opposed to Fax, or hand delivered) then the Task Manager/Construction Coordinator must allow for additional time.*

All required notification copies shall be delivered once the form has been completed and signed by the building manager and the landlord senior safety officer. Work shall not proceed until all notifications have been distributed.

If only "No" blocks are checked, the Task Manager/Construction Coordinator will seek concurrence from the Building Manager and the landlord's senior safety officer. If both agree, no further action or distribution of the form is needed except to maintain the original in the Task Manager/Construction Coordinator's project file for future reference.

WORK PERMIT AND NOTIFICATION FORM GUIDANCE

1. Project/Activity General Information

This section of the form provides specific information about where the proposed work activity is to be completed, a description of the activity, who is responsible for its completion and a schedule for the proposed work. All items are to be filled in or indicated "Not Applicable". When describing the activity, include as much detail as you can to give the reader a good mental picture of the project. The Project number line is for filing purposes and mainly for FESS use. Other divisions and sections may use this line also, if desired.

2. Systems Affected/Notification Required

This section of the form lists individual programs, utilities, systems, etc., that are affected by the proposed construction or operational work activity. All questions are to be answered "Yes" or "No".

3. Permits Required

This section of the form lists permits or additional forms that may be applicable to the proposed construction or operational work activity. Specific FESHM chapters are provided for reference. When forms or permits are to be obtained from a specific division, section or group, that group and its corresponding division or section is listed. All questions are to be answered "Yes" or "No".

4. Training Required

This section of the form lists training that may be required for specific work activities. Worker training shall be verified in accordance with FESHM 7010/7030 for subcontractors. All questions are to be answered "Yes" or "No".

5. Signatures

Only three signatures are needed- the Task Manager/Construction Coordinator, the Building Manager and the landlord's Senior Safety Officer. Each will include a date when the form was signed.

6. Notifications

The task manager will deliver the WPN form via fax or internal mail once concurrence from the Building Manager and Senior Safety Officer is received. A Mailing/FAX address checklist has been provided on the reverse side of the form to facilitate distribution. It should be noted that this form provides the minimum notification required and certainly does not preclude additional notification deemed necessary by the Task Manager/Construction Coordinator.

If checked off, the blocks under the "Select" column on the reverse side of the form mean that the person or group was notified.



Fermilab

WORK PERMIT AND NOTIFICATION FORM

(Follow Instructions on the Other Side)

Project/Activity General Information:

Building Name or Site Location: _____ FIMS #: _____ Project # _____
Job/Description: _____

Division/Section Supervising Work: _____ Landlord Division/Section: _____
Task Manager/Construction Coordinator: _____ Phone #: _____ Pager #: _____
Subcontractor: _____ Phone #: _____ Pager #: _____

Est. Starting Date: _____ **Est. Completion Date:** _____

Systems Affected / Notification Required: (Check all that apply- Follow notification list on back)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Any Utility System (e.g., Gas, CW, ICW, DWS, LCW, Sanitary Sewer)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical System
<input type="checkbox"/>	<input type="checkbox"/>	HVAC
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection System
<input type="checkbox"/>	<input type="checkbox"/>	Tele-Communication
<input type="checkbox"/>	<input type="checkbox"/>	Data- Communication System
<input type="checkbox"/>	<input type="checkbox"/>	FIRUS System
<input type="checkbox"/>	<input type="checkbox"/>	Roof Systems
<input type="checkbox"/>	<input type="checkbox"/>	Parking Lot, Hardstand, Road or Turf
<input type="checkbox"/>	<input type="checkbox"/>	Road Closure
<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify): _____

Permits Required: (Check all that apply)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Welding, Cutting, Brazing (Fermi Fire Dept.)
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection System Disablement (FESS)
<input type="checkbox"/>	<input type="checkbox"/>	Confined Space Entry (ES&H Manual 5063)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Hazard Analysis / Work Permit (FESHM 5042)
<input type="checkbox"/>	<input type="checkbox"/>	Potable Water Permit (ES&H Manual 8050)
<input type="checkbox"/>	<input type="checkbox"/>	Radiological Work Permit (Landlord Div./Sec. RSO)
<input type="checkbox"/>	<input type="checkbox"/>	Excavation Permit (FESHM 7030)
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Permits
<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Sewers (ES&H Manual 8025)
<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify) _____

Training Required: (Answer All)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Oxygen Deficiency Hazard (ODH)
<input type="checkbox"/>	<input type="checkbox"/>	Radiation Worker
<input type="checkbox"/>	<input type="checkbox"/>	GERT
<input type="checkbox"/>	<input type="checkbox"/>	Confined Space
<input type="checkbox"/>	<input type="checkbox"/>	Respiratory Protection
<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify) _____

Special Precautionary Note: _____

Signatures

Task Manager/Construction Coordinator: _____ Date: _____

Building Manager _____ Date _____

Landlord Div/Sec SSO _____ Date _____

Systems Affected / Notification Required

- Experiment/Program (notify appropriate Control Room)
- Any Utility System (notify FESS Operations X3468; copy of notice; ms 303)
- Electrical System (notify FESS Operations X4665; copy of notice ms 303)
- HVAC (notify FESS Operations X4664; copy of notice; ms 303)
- Fire Protection System (notify FESS Operations X2924; copy of notice ms 303)
- Tele-Communication System (notify BSS Tele-Communications X3788; copy of notice ms 228)
- Data- Communication System (notify CD Distributed Computing X3064; copy of notice ms 120)
- Firus System (notify Accelerator Controls X4074; copy of notice; ms 307)
- Roof Systems (notify FESS Services X3302; copy of notice; ms 232)
- Parking Lot, Hardstand, Road or Turf (notify FESS Services X3303; copy of notice; ms 320)
- Road closure (Call Bill Flaherty at X4507; MS-101)

INSTRUCTIONS

1) The purpose of this form is to improve communications on all projects so that all parties impacted are aware of impending work and can make accommodations on a timely basis. The task manager/Construction Coordinator is responsible for this notification prior to commencement of work.

2) If the project does not impact any of the systems listed on the front side of the form and if no permits are required, then further action and distribution is not needed. The Task Manager/Construction Coordinator will file the original with the project files for future reference.

3) Under the "Select " column place a check mark in the box next to the organizations you are notifying.

NOTICE

No further distribution needed if all the "NO" blocks are checked on the front of the form. Task Manager/Construction Coordinator to seek concurrence from the building manager and then file the form in the project file for future reference.

Please complete the distribution information below and mail, FAX, or hand deliver to the affected groups allowing them sufficient time to prepare for your project.

Select	Deliver to:	MS	FAX	Comments
<input checked="" type="checkbox"/>	FESS Operations	303	2151	All Projects
<input checked="" type="checkbox"/>	FESS Engineering	214	4980	All Projects
<input checked="" type="checkbox"/>	Landlord Division/Section Head	___	___	All Projects
<input checked="" type="checkbox"/>	Landlord Division/SSO:	___	___	All Projects
<input checked="" type="checkbox"/>	Building Manager:	___	___	All Projects
<input checked="" type="checkbox"/>	Security	326	3431	All Projects
<input checked="" type="checkbox"/>	ES&H Safety (HS Group)	119	3390	All Projects
<input type="checkbox"/>	Fire Department:	302	8037	As Appropriate
<input type="checkbox"/>	Tele-Communications	228	3405	Telecom Work
<input type="checkbox"/>	Data-Communications	120	2783	Datacom Work
<input type="checkbox"/>	Beams Division Main Control Room 306		4552	As Appropriate
<input type="checkbox"/>	FESS Services			
	Roof Repair	232	4566	As Appropriate
	Roads and Grounds	320	2108	As Appropriate
<input type="checkbox"/>	Other: _____	___	___	_____
<input type="checkbox"/>	Other: _____	___	___	_____